

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
**Tuesday, May 26, 2015**  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
  - 1. District Educational Program Advisory Committee (DEPAC) Goals for 2015-2016.
  - 2. 2015-2016 General Fund Budget.
  - 3. Activity Fees for 2015-2016.
  - 4. Proposed Southeast Minnesota Special Education Cooperative.
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Proposed 2015-2016 Budgets for Capital and Health and Safety.
  - B. Items for Consent Grouping
    - 1. Co-Curricular Overnight Trips for the 2015-2016 School Year.
    - 2. Gift Agreement.
    - 3. Financial Reports – January, February and March 2015.
    - 4. Personnel Items.
- VIII. Items for Information
  - 1. Proposed School Board Policy 427 – Workload Limits for Certain Special Education Teachers.
  - 2. July 2015 – June 2016 School Board Meeting Schedule.
  - 3. Upcoming dates:
    - Friday, May 29 – 1:00 PM – Area Learning Center Graduation, Longfellow Gymnasium
    - Sunday, May 31 – 2:00 PM – High School Graduation, Memorial Field
- IX. Future Meetings
  - Monday, June 8, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, July 13, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **MEMORANDUM**

Tuesday, May 26 2015, 7:00 PM  
Northfield High School Media Center

**TO: Members of the Board of Education**  
**FROM: L. Chris Richardson, Ph. D., Superintendent**  
**RE: Explanation of Agenda Items for the May 26, 2015, School Board Meeting**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Regular School Board meetings held on May 11, 2015, are enclosed for your review and comment.
- V. Announcements and Recognitions

VI. Items for Discussion and / or Reports

1. District Educational Program Advisory Committee (DEPAC) Goals for 2015-2016.

Kyle Wilkomm and Helena Kaufman, co-chairs of the District Educational Program Advisory Council (DEPAC), will share with the Board the recommended goals that were developed by this committee of citizens and staff members over the last several months.

The DEPAC supports the Continuous Improvement Process by providing the Board of Education with recommended goals in assessment of student achievement, teaching and learning, and student services, which are then addressed where appropriate in building and program improvement plans. The council met six times during the school year and completed the majority of its work in three sub committees that focused on studying and developing goals in one of these three areas. At the end of each meeting they came together to share their progress and at their last meeting reached consensus on the goals to be shared with the Board.

2. 2015-2016 General Fund Budget.

The General Fund budget will be presented by Val Mertesdorf, Director of Finance. Included in the Board materials are the assumptions and parameters for revenue and expenditures used for development of this budget. No action is required on the budget until June 8, 2015.

3. Activity Fees for 2015-2016.

Activities Director Tom Graupmann will present a proposal for an increase in activity fees to cover expenses incurred in implementing online registration and to cover the costs associated with our athletic training contract with the Center for Sports Medicine and Rehabilitation. The proposal increases the activity fee for middle school athletics by \$5, middle school fine arts and academic activities by \$5, high school fine arts and academic activities by \$5 (to cover online registration expenses) and the activity fee for high school athletics by \$10 (to cover online registration expenses **and** to cover the costs associated with our contracted athletic training services).

4. Proposed Southeast Minnesota Special Education Cooperative.

Superintendent Richardson will present detailed information about the proposed creation of a five-district special education cooperative to serve the needs of our most complex special education students in the most effective and efficient manner, and to provide the ability to meet the growing needs for these programs across southeast Minnesota

Over the last several months, the superintendents, special education directors and business managers from Northfield, Faribault, Owatonna, Austin and Albert Lea have been considering and developing a proposal to create a special education cooperative district to provide services for Level 4 Special Education students

from each of our districts. Level 4 students are those who have complex and intense needs for special education services that cannot be provided in stand-alone programs in each district. Northfield and Faribault are currently providing level 4 programming at the Cannon River Education Center in Faribault through a joint powers agreement with Faribault and Rice County, but changes in state law will not allow us to continue that arrangement beyond June 30, 2016.

Northfield has taken a leadership role in developing this plan, and contracted with former Director of Student Services Dr. Gary Lewis, to draft the documents, policies and implementation timeline that would allow Southeast Minnesota Special Education Cooperative (SEMSEC) to begin accepting students in the fall of 2016. Superintendents from all five districts are presenting this proposal to their School Boards this month and will be asking their Boards in June to approve a resolution to form the Southeast Minnesota Special Education Cooperative and seek authorization from the Commissioner of Education to become a special education cooperative district.

VII. Superintendent's Report

A. Items for Individual Action

1. Proposed 2015-2016 Budgets for Capital and Health and Safety.

Information was presented for the 2015-16 budget at the May 11, 2015, Board meeting. The Board is asked to approve the following Revenue and Expenditure budget:

	<u>Revenues</u>	<u>Expenditures</u>
Operating Capital	\$1,824,627	\$1,856,294
Health & Safety	<u>261,826</u>	<u>274,302</u>
<b>Total</b>	<b>\$2,086,453</b>	<b>\$2,130,596</b>

**Superintendent's Recommendation:** Motion to approve the proposed 2015-16 Operating Capital and Health & Safety Budget.

B. Items for Consent Grouping

**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.

1. Co-Curricular Overnight Trips for the 2015-2016 School Year.

Activities Director Tom Graupmann has provided the enclosed list dated May 15, 2015, of co-curricular overnight trips for the 2015-16 school year. He is requesting School Board approval.

2. Gift Agreement.

Enclosed is a gift agreement with the Northfield Touchdown Club. The Touchdown Club has donated to the Football Activities account \$3700 to be used to purchase: Shadowman – 2 Unit and a Shadowman Junior.

3. Financial Reports – January, February and March 2015.

Director of Finance Val Mertesdorf requests that the Board approve the following:

- Paid bills totaling \$1,605,548.32, payroll checks totaling \$2,485,939.19, bond payments totaling \$4,723,271.88 and the financial reports for January 2015.
- Paid bills totaling \$1,458,963.27, payroll checks totaling \$2,603,725.35, and the financial reports for February 2015. No bond payments were made in February 2015.
- Paid bills totaling \$1,179,192.94, payroll checks totaling \$2,566,540.35, and the financial reports for March 2015. No bond payments were made in March 2015.

4. Personnel Items.

a. Appointments\*

1. Savannah Dimick, Community Services Summer Recreation Intern for 8 hours/day (8:00 am – 4:30 pm) beginning 05/26/2015 – 08/31/2015; \$13.08/hour.
2. Len R. Kallsen III, Strength Training Coach (Winter) at the HS beginning 11/16/2015 – 03/11/2016; Level I, Step 1.

3. Ellen Trotman, Bridges to K Teacher at Greenvale Park for 3.5 hours/day (M-Th) beginning 08/03/2015 – 08/28/2015; Year 1, \$27.11/hour.
- b. Increase/Decrease/Change in Assignment
  1. Katherine Klein, .40 FTE Temporary Science Teacher at the Middle School for the 2014-15 school year, change to 1.0 FTE Long-Term Substitute Grade 6 Science Teacher at the Middle School beginning 08/31/2015 – 06/08/2016. \*\*
  2. Rustianna Mechura, Child Nutrition Associate at the MS, add PLUS Club Leader at Bridgewater for 1.5 hours/day for up to 4 days/week (M-Th) beginning 05/14/2015 – 05/28/2015; \$18.68/hour.
  3. Rachael Schlossin, 1.0 FTE LTS Grade 6 Teacher at the Middle School for 2014-15, change to 1.0 FTE Grade 6 Teacher at the Middle School beginning 08/31/2015. \*\*
  4. Dylan Warner, KidVentures/EarlyVentures Site Assistant at BW/LF for 30.5 hours/week, change to KidVentures Site Leader at Sibley (Summer) for 40 hours/week beginning 06/08/2015 – 09/04/2015; Step 1, \$14.55/hour.
- c. Leaves of Absence
  1. Shari Malecha, Family/Medical Leave of Absence beginning 05/26/2015 – 06/05/2015.
  2. Lisa Weis, 1.0 FTE Special Education Teacher, taking .2 FTE Unpaid Leave of Absence for 2015-16 school year.
- d. Retirement
  1. Starr Kahl, Educational Assistant at the High School, retirement effective 06/05/2015.

\* Conditional offers of employment are subject to successful completion of a criminal background check.

\*\*Salary is subject to revision upon settlement of the 2015-17 NEA Master Agreement.

e. Community Services Payroll Scales

Driver Education Department:

(Rates will be effective 6/1/2015)

Behind The Wheel Instructors	\$23.75/hour
Classroom Instructors	\$27.75/hour
Driver Education Administration	\$27.75/ hour
(approx. 20 hours per year)	

Recreation Department:

(Rates will be effective 6/1/2015 through 7/31/2015)

Recreation Starting Wage	\$8.00
Recreation Starting Wage (Lifeguard)	\$8.50
Recreation Starting Wage (WSI)	\$10.00
Recreation Starting Wage (Supervisor)	\$10.00
Experience Step per Year*	\$0.25/hr

\*All positions will receive an additional \$0.25/hr for each year of service they have provided to the District.

VIII. Items for Information

1. Proposed School Board Policy 427 – Workload Limits for Certain Special Education Teachers.  
School districts must have a policy on this topic due to a change to Minnesota Rule 3525.2340, Subp. 4.B., which now contains the following requirement: "...the school district must establish a board-approved policy for determining workload limits for special education staff ...". The policy being proposed is a model policy provided by the Minnesota School Boards Association. The Board will be asked to take action on Policy 427 at its June 8, 2015, regular meeting.
2. July 2015 – June 2016 School Board Meeting Schedule.

School Board Memorandum

May 26, 2015

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3. Upcoming Dates:

Friday, May 29 – 1:00 PM – Area Learning Center Graduation, Longfellow Gymnasium

Sunday, May 31 – 2:00 PM – High School Graduation, Memorial Field

IX. Future Meetings

Monday, June 8, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, July 13, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

School Board Minutes

May 11, 2015

Northfield High School Media Center

- I. Call to Order.  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. Colangelo, Maple and Stratmoen were absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was no public comment.
- IV. Approval of Minutes  
On a motion from Quinnell, seconded by Iverson, minutes of the Regular School Board meeting held on April 27, 2015 were unanimously approved.
- V. Announcements and Recognitions
  - The annual Northfield High School service learning class open house is Wednesday, May 20 from 5:30-6:30 p.m. in the lower cafeteria of the high school. The students would appreciate hearing your feedback, questions and comments as well as share their insights and learning with you. Please join in the learning and reflection. This is an open house format so you can feel free to come and go as you are able.
  - The 5<sup>th</sup> Annual Latino (and Friends) Play Festival will be at the Northfield Arts Guild on May 15, 16, 22, and 23 at 7 pm. This year, the performing arts students will focus on social justice issues.
  - Northfield High School Choir Director Kyle Eastman has received exciting news from Classical MPR. The station will be programming a few tracks of the Northfield High School Concert Choir. The recording is from the Concert Choir's recent performance at the state convention in February. A story about the school's choral program will be posted to the Classical MPR site as well. The tracks are scheduled to be played on Tuesday, May 12 at 7:15 AM and 7:15 PM. The station is 99.5, but you can also stream online at [claasicalmpr.org](http://claasicalmpr.org)
  - Standard & Poor's Ratings Services has completed their review and have affirmed the school district's AA+ bond rating and stable outlook.
  - Business and Technical Trades Career Exploration Day for Middle and High School students is Tuesday, May 19 from 9 AM until noon in the Middle School cafeteria and parking lot.
- VI. Items for Discussion and / or Reports
  1. Proposed 2015-2016 Budgets  
Director of Finance, Val Mertesdorf, presented the proposed 2015-16 Operating Capital and Health & Safety budget. This budget is part of the District's General Fund budget, but requires separate accounting and fund balance reserves. A comprehensive preliminary budget for all funds will be presented for approval in June. However, because of the short timeline to complete projects in the summer months before school starts in the fall, administration will be requesting approval of this portion of the budget at the May 26 meeting.  
  
Val Mertesdorf then presented the proposed 2015-16 Proprietary or Internal Service Fund Budget. The purpose of the internal service fund is to record the financial transactions of the District's self-insured health and dental plans.
  2. Community Services Proposed 2015-2016 Budget.  
Director of Community Services Erin Bailey presented the FY 16 proposed preliminary budget, which has been developed with the input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at their April 28, 2015, meeting and recommends this budget to the School Board. The budget reflects revenues of \$2,182,689 and expenditures of \$2,191,373.

VII. Superintendent's Report

A. Items for Individual Action

1. Fiscal Year 2014-15 Community Services Budget Revisions

On a motion by Iverson, seconded by Hardy, the Board approved the revised FY 15 Community Services budget of revenues of \$2,138,274.00 and expenditures of \$2,137,508.00.

B. Items for Consent Grouping

On a motion by Iverson, seconded by Hardy, the Board unanimously approved the following items listed under the Consent Grouping.

1. Overnight Field Trip Request to Eagle Bluff.

The Board approved the overnight field trip to Eagle Bluff Environmental Learning Center July 27-29.

2. Personnel Items.

a. Appointments\*

1. Margaret Schenk, Summer PLUS Club Leader at Greenvale Park/Summer PLUS for 2 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; \$18.68/hour.
2. Kimbra Dimick, Community Services Eagle Bluff Chaperone beginning 07/27/2015 – 07/29/2015; \$500 stipend.
3. Olivia Haines, Community Services Summer Recreation Staff beginning 05/12/2015 – 08/31/2015; WSI Instructor \$10.00/hour, Lifeguard \$8.50/hour.
4. Rhea Mehrkens, Community Services Eagle Bluff Chaperone beginning 07/27/2015 – 07/29/2015; \$500 stipend.
5. Event Workers – beginning May 11, 2015: Kailan Boston, Rhea Mehrkens, Seth Shuster and Geoffrey Staab

b. Increase/Decrease/Change in Assignment

1. Kristen Cade, Kindergarten Teacher at Bridgewater, add Bridges-2-Kindergarten Teacher at Bridgewater for 15 hours/week beginning 08/03/2015 – 08/28/2015; Year 20, \$28.82/hour.
2. Tyler Faust, Special Education Teacher at Bridgewater/Greenvale Park, add Summer School Teacher at the ALC for up to 5 hours/day (M-Th) beginning 06/15/2015 – 07/30/2015.
3. Jonna Hanek, Custodian at Sibley, change to Custodial Engineer at Sibley for 4 hours/day beginning 04/07/2015 – 06/05/2015.
4. Gretchen Heil, Kindergarten Teacher at Sibley, add Bridges-2-Kindergarten Teacher at Sibley for 15 hours/week beginning 08/03/2015 – 08/28/2015; Year 8, \$28.22/hour.
5. Heather Kuchinka, Word/Web Specialist in the District Office, change to Word/Web Specialist at Community Services (NCRC) beginning 05/18/2015; change from 8 hours/day to 6 hours/day beginning 07/01/2015.
6. Janet Murray, District Office Receptionist, change to Administrative Support Assistant (Child Nutrition) in the District Office beginning 05/18/2015; change from 207 days/year to 260 days/year beginning 07/01/2015.
7. Erin Nohava-Hall, Kindergarten Teacher at Bridgewater, add Bridges-2-Kindergarten Teacher at Bridgewater for 15 hours/week beginning 08/03/2015 – 08/28/2015; Year 6, \$27.73/hour.
8. Laurie Prior, Administrative Support Assistant in the Finance Office (DO), change to Administrative Support Assistant for Building & Grounds beginning 05/18/2015.
9. Nicki Pulju, KidVentures Site Assistant at Greenvale Park for 21 hours/week, decrease to 19.75 hours/week beginning 05/01/2015.
10. Patricia Rogne, ECFE/ECS Teacher at NCRC, add Bridges-2-Kindergarten Teacher at Sibley for 15 hours/week beginning 08/03/2015 – 08/28/2015; Year 7, \$27.73/hour.

11. Anna Rubin, Companeros Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher at GVP for 3 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.
12. Angie Schewe, Hand in Hand Teacher at Longfellow, add Bridges-2-Kindergarten Teacher at Bridgewater for 15 hours/week beginning 08/03/2015 – 08/28/2015; Year 7, \$27.73/hour.
13. Amanda Schrader, ELL Teacher at Sibley, add Bridges-2-Kindergarten Teacher at GVP for 15 hours/week beginning 08/03/2015 – 08/28/2015; Year 11, \$28.22/hour.
14. Dylan Warner, KidVentures Site Assistant at Bridgewater (14.5 hours/week), add EarlyVentures Site Assistant at Longfellow for 16 hours/week beginning 04/27/2015 – 06/05/2015 (30.5 hours/week total).
15. Margaret Huber, Read 180 Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for 3 hours/day beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.

c. Leave of Absence

1. Lisa Nelson, Family/Medical Leave of Absence beginning 04/29/2015 on an intermittent basis for up to 60 work days.

d. Resignations

1. Nicole Miner, KidVentures Site Leader, resignation effective 06/05/2015.
2. Ali Ryan, EarlyVentures Site Assistant, resignation effective 06/05/2015.

e. Advancement of Licensed Staff to Tenure Status 2015-16

Natalie Czech, Amy Dorey, Ashley Flom, Jessica Jessen, Michelle Gaertner, Dana Gearing, Rachael Hudson, Joe Jorgensen, Lily Landry, Hope Langston, Scott Stanina,

Advancement of Licensed Staff to Third Year Probationary Status

Ann Ackerman, Sara Anderson, Stefanie Bothun, Mary Coyne, Kimbra Dimick, Tiffany Malecha, Elizabeth Ryan, Anita Sasse, Maren Wacholz,

Advancement of Licensed Staff to Second Year Probationary Status

Dustee Armstrong, Erin Brush, Kathleen Casson, Kristen Craft, Tyler Faust, Suzanne Lanza, Erica Ness, Erin Nohava-Hall, Anna Rubin, Rachael Schlossin, Micah Schultz, Chris Scoville-Riazi, Allison Sweeney, Daniel Taylor

\* Conditional offers of employment are subject to successful completion of a criminal background check.

\*\*Subject to revision upon settlement of the 2015-17 NEA Master Agreement.

VIII. Items for Information

1. Enrollment Report – May 2015.

2. Upcoming Dates;

Friday, May 29 – 1:00 PM – Area Learning Center Graduation, Longfellow Gymnasium

Sunday, May 31 – 2:00 PM – High School Graduation, Memorial Field

IX. Future Meetings

**Tuesday**, May 26, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, June 8, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Quinnell, seconded by Iverson, the Board adjourned at 7:55 PM.

Noel Stratmoen  
School Board Clerk



# \*DEPAC Goals

2015-16

## Assessment Committee Goals

The District will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the 'cradle to career' continuum.

Every Professional Learning Community will have a comprehensive formative assessment framework.

#### Teaching and Learning Committee

Northfield Public Schools will develop continuous, accurate, and separate measurement of each student's progress toward academic mastery, work habits, and behavior standards.

Staff will foster meaningful classroom relationships by increasing awareness of diversity and developing instruction that addresses multiple learning styles and promotes engagement. Leadership will create structures that support this effort.

#### Student Support Services

Northfield Public Schools will

- continue the implementation of Multi Tiered Systems of Support (MTSS) for academic and behavioral interventions.
- implement integrated systems of practice and services that provide comprehensive supports for social emotional learning and children's mental health.
- foster school connectedness amongst students, families and staff, promoting mutual respect and responsibility in order to enhance engagement.

## DEPAC Goals for 2015-16

Northfield Public Schools is committed to delivering educational excellence that empowers all learners to participate in our dynamic world.

The District Education Program Advisory Committee (DEPAC) meets six times during the school year: the third Monday of October, November, February, March, April, and May from 6:00-8:00 pm. The committee is comprised of administration, teachers, school board, and community members. There are three sub-committees: Curriculum and Staff Development; Assessment; and Student Support Services.

Each meeting begins with a general session that can include a presentation relevant to committee work. This year we have had data, Northfield Promise, and professional learning community (PLC) presentations. Sub-committees read pertinent and current works that impact the formation of goals. The Curriculum and Staff Development sub-committee read A Framework for Understanding Poverty by Ruby Payne and several current research and news articles about poverty and the impact on students, families, and learning. The Assessment sub-committee read Ahead of the Curve: The Power of Assessment to Transform Teaching and Learning, edited by Douglas Reeves.

After the presentations to the whole committee, the sub-committees meet to have rich discussions regarding each sub-committee's focus area. At the end of the May meeting, the entire committee meets to refine and finalize the goals generated by each sub-committee.

DEPAC goals are presented to the School Board at the second regular meeting of May. These goals then drive the district mission forward. District initiatives and activities use these goals as the starting point for planning purposes. Professional Learning Communities review DEPAC goals when they meet to formulate their individual PLC goals. School building, program, and district committees review the goals as plans are made for the coming school year.

# 2015-16 PROPOSED BUDGET SUMMARY

General Fund

## Enrollment Projections

Adjusted Pupil Units (previously WADM)						
	Pre-K	KG	1-3	4-6	7-12	Total
2014-15	29.0	250.1	825.9	864.0	2,275.7	4,244.7
<b>2015-16</b>	<b>25.0</b>	<b>215.8</b>	<b>830.8</b>	<b>871.1</b>	<b>2,280.2</b>	<b>4,222.9</b>
2016-17	24.3	209.1	773.8	896.1	2,298.3	4,201.7
2017-18	24.8	213.8	748.0	893.2	2,306.2	4,186.0
2018-19	24.2	208.4	707.4	899.3	2,368.7	4,208.0

## Revenue Assumptions

- ⊙ General Education Aid
  - 1% increase in basic revenue
  - Enrollment
- ⊙ Special Education
  - Change in funding formula
- ⊙ Levy
- ⊙ Local Sources

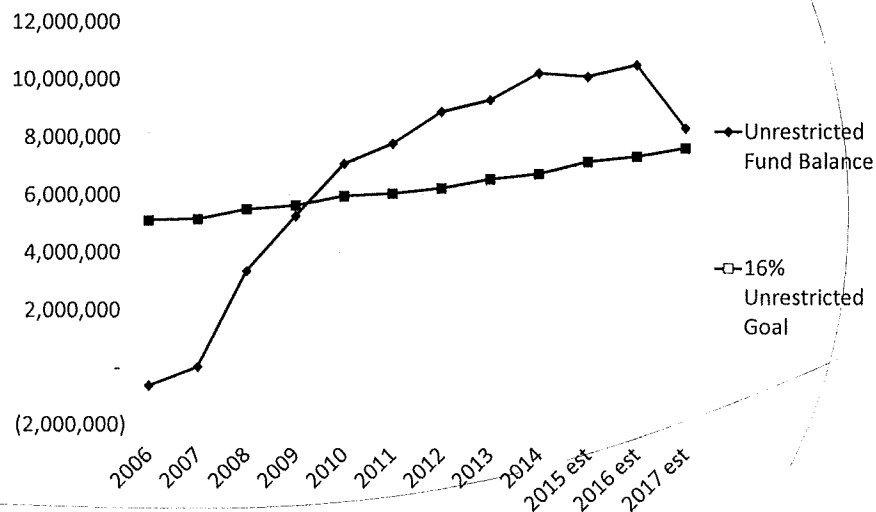
## Expenditure Assumptions

- ⊙ Salaries
- ⊙ Benefits
- ⊙ Special Assessments
- ⊙ Non-Salary & Other Operational
- ⊙ Fund Balance Goal = 16% of total expenditures

# General Fund Proposal

	2012-13 AUDIT RESULTS	2013-14 AUDIT RESULTS	2014-15 REVISED BUDGET	2015-16 PROPOSED BUDGET
<b>REVENUE:</b>				
PROPERTY TAXES	\$ 9,437,019	\$ 5,290,057	\$ 9,285,857	\$ 9,786,010
STATE SOURCES	29,119,590	34,755,108	32,747,113	33,146,404
FEDERAL SOURCES	1,368,795	1,215,595	1,274,349	1,274,349
LOCAL SOURCES	1,143,873	1,269,119	1,227,903	1,250,103
<b>TOTAL</b>	<b>41,069,277</b>	<b>42,529,879</b>	<b>44,535,222</b>	<b>45,456,866</b>
<b>EXPENDITURES:</b>				
ADMINISTRATION	1,521,038	1,548,532	1,625,434	1,665,008
DISTRICT SUPPORT SERVICES	1,127,420	1,117,381	1,315,137	1,371,427
REGULAR INSTRUCTION	20,211,610	21,317,273	23,165,324	23,502,245
VOCATIONAL INSTRUCTION	226,816	204,971	182,471	217,469
SPECIAL EDUCATION	7,595,077	8,090,448	8,445,670	8,938,668
INSTRUCTIONAL SUPPORT	1,477,009	1,342,272	1,438,307	1,489,407
PUPIL SUPPORT	3,338,933	3,261,921	3,494,203	3,596,662
SITE & BUILDINGS	5,372,014	5,078,695	4,906,187	4,914,850
FISCAL & OTHER FIXED COSTS	139,080	139,733	162,632	167,511
<b>TOTAL</b>	<b>41,008,997</b>	<b>42,101,226</b>	<b>44,735,365</b>	<b>45,863,247</b>
<b>DIFFERENCE</b>	<b>60,280</b>	<b>428,653</b>	<b>(200,143)</b>	<b>(406,381)</b>
<b>BEGINNING FUND BALANCE</b>	<b>14,462,642</b>	<b>14,522,922</b>	<b>14,951,575</b>	<b>14,751,432</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 14,522,922</b>	<b>\$ 14,951,575</b>	<b>\$ 14,751,432</b>	<b>\$ 14,345,051</b>
<b>RESTRICTED FUND BALANCE</b>	<b>5,227,114</b>	<b>4,723,657</b>	<b>4,954,310</b>	<b>3,827,565</b>
<b>UNRESTRICTED FUND BALANCE</b>	<b>9,295,808</b>	<b>10,227,918</b>	<b>10,111,712</b>	<b>10,517,486</b>
<b>PERCENTAGE OF EXPENDITURES</b>	<b>23%</b>	<b>24%</b>	<b>23%</b>	<b>23%</b>

## Fund Balance History



## Questions?

☉ Thanks for your time!

## General Fund | 2014-15 Proposed Budget | May 26, 2015

Val Mertesdorf, Director of Finance

**Enrollment:** Enrollment drives roughly 65% of our total revenue. We have had very steady enrollment but are projecting a small decline over the next several years. The state uses adjusted pupil counts for our student's attendance throughout the school year. The state takes our adjusted pupil counts and weights each student based on their grade level. This weighted calculation is called adjusted pupil units or APU. Beginning with the 14-15 school year the weightings are simplified, pre-kindergarten through grade 6 earn 1.0 and grades 7-12 earn 1.2. The same enrollment projection used for the financial forecast in February was used to prepare this budget. We are planning for roughly 4,229 adjusted pupil units for the 15-16 school year.

**Revenue Assumptions:** Despite the \$2 billion dollar surplus at the state level it does not appear that the basic formula will be seeing a significant increase. Our revenue assumptions include a one percent increase in the basic formula revenue.

The state has made significant changes to the special education funding formula. While they suggested this was supposed to simplify special education it certainly has not. We do not have confidence in the new tools provided by the state to assist us in calculating our special education aid. We have a conservative increase included in our revenue assumption for special education aid. Our hope is the state will continue to refine the tools available to us and we can restore the confidence we once had in calculating our special education aid.

Our levy certification was slightly higher than the prior year so we will see a small increase in property tax revenue. I do not anticipate any changes at this time to our federal revenue, this amount included the Project Aware and 21<sup>st</sup> Century Grants. Local sources increased slightly. This does not include any of the proposed activity fee increases.

**Expenditure Assumptions:** Salaries had an aggregate increase of 3.5%, this is a combination of settled agreements as well as assumptions for the Northfield Education Association agreement which is currently being negotiated. Benefits had an aggregate increase of 4.26%, this is primarily due to the increase in taxes associated with increased salaries as well as an increase in health insurance costs due to additional participation. We also have a \$30,000 assessment from the city for repaving work being completed around Longfellow. Non-salary and other operational costs were held flat.

**Budget Plan:** When all the assumptions come together we have a proposed general fund budget with revenues of \$45.4M and expenditures of \$45.8M. We are planning to spend down roughly \$406,381 of our fund balance. This is more favorable than the forecast presented in January. We had originally projected spending down \$1.0M. The proposed budget has slightly higher revenue due to the special education increase and expenditures were less than projected in January. Primarily our utility costs, in January utility costs were projected to continue increasing significantly. After a current year and historical analysis it appears our utility costs will be less than they were in fiscal year 2014.



The detailed chart has a few items to note. First, the increase in District Support Services from the 13-14 audit results to the 14-15 revised budget is partially due to the new Director of Technology position. The other portion of this increase is due to a required account code change. We are shifting dollars from the Site & Buildings program area to the District Support Services program area. This is not new salary and benefits. This change was mandated by UFARS (Uniform Financial Accounting and Reporting Standards). Second, the shift between property taxes and state sources in 13-14 was accounting for the state paying back the \$4M shift.

We are projecting to end FY16 with a 23% unrestricted fund balance which is above the board's recommendation. This may seem unusual considering the forecast presented in January predicting that we would end FY16 at 19.5% unrestricted fund balance. There are two reasons for this change, the first being that revenue and expenditures are projecting approximately \$600,000 more favorably than in January. The second reason is that if you recall during the internal service fund presentation we discussed how successful the self insured health fund has been. We have exceeded our fund balance goal and are projecting a sizable increase at the end of this year. This means we are able to move \$583K from assigned fund balance to unassigned. Our general fund proposed budget projects a \$406,381 spend down of the total fund balance. The reassignment of the \$583,000 enables us to increase the unrestricted fund balance.

**Fund Balance History:** The board goal has set a goal of 16% unassigned fund balance as a percentage of our total expenditures. This chart is a great visual of the excellent stewardship of district resources. You can see the district was in financial trouble and year after year has made the commitment to meet and exceed the board goal of 16%. We increased our unrestricted fund balance nine years in a row. This is truly remarkable considering the state has not provided an increase in funding that has kept up with inflation in the last decade, salaries and benefits always increase along with normal inflation on everything else. The district has not only maintained world class programming during this time but also implemented several new initiatives.

That being said we need to be realistic. We are coming to the point where we will not be able to sustain our current programs. We've provided the same message for the last several years, the 15-16 school year will be the turning point. While our fund balance is still strong we need to be prepared to consider looking at budget adjustments for the 2016-17 school year.

Overall, we the projection is better than the January forecast which is always the place we want to be!

## Current

### Athletics - High School

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$250	\$100	\$50	Alpine Ski (includes transportation fee)
\$205	\$82	\$41	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$172	\$69	\$34	Soccer (includes Spring Creek Park user fee)
\$155	\$62	\$31	Baseball–Basketball–Dance Team- Football-Softball-Swimming-Volleyball- Wrestling
\$145	\$58	\$29	Golf, Lacrosse
\$120	\$48	\$24	Cheerleading-Cross Country-Tennis- Track-Weightlifting
\$65	\$26	\$13	Bowling, Clay Target

### Academic and Fine Arts Activities - High School

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$65	\$26	\$13	Chess-Knowledge Bowl-Math Team- Mock Trial-Music Listening-Speech- Drama-One-Act Play-Science Olympiad

### Athletics - Middle School

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$90	\$36	\$18	7 <sup>th</sup> & 8 <sup>th</sup> Grade participating in Middle School Athletics
\$70	\$28	\$14	All 6 <sup>th</sup> Grade Middle School Athletics

### Academic and Fine Arts Activities – Middle School

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$55	\$22	\$11	Chess-Knowledge Bowl-Math Team- Speech-Drama

### Family Limit

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$580	\$232	\$116	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined.

## Proposed

The proposal increases the activity fee for:

- middle school athletics by \$5 (to cover online registration expenses).
- middle school academic and fine arts activities by \$5 (to cover online reg. expenses).
- high school academic and fine arts activities by \$5 (to cover online reg. expenses).
- high school athletics by \$10 (to cover online reg. expenses **and** to cover the costs associated with our contracted athletic training services).

### Athletics - High School

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski
			(includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball–Basketball–Dance Team-
			Football-Softball-Swimming-Volleyball-
			Wrestling
\$155	\$62	\$31	Golf, Lacrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-
			Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

### Academic and Fine Arts Activities - High School

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-
			Mock Trial-Music Listening-Speech-
			Drama-One-Act Play-Science Olympiad

### Athletics - Middle School

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$95	\$38	\$19	7 <sup>th</sup> & 8 <sup>th</sup> Grade participating in Middle School Athletics
\$75	\$30	\$15	All 6 <sup>th</sup> Grade Middle School Athletics

### Academic and Fine Arts Activities – Middle School

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team
			Speech-Drama

### Family Limit

<u>Full</u>	<u>Reduced</u>	<u>Free</u>	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined.

## Working Together to Serve Students with Low Incidence Disabilities

Gayle Ann Ego  
May 2015

### The Issue:

- Federal and State law require that districts provide special education instruction and related services to all children and youth with disabilities.
- To meet the needs of all these students, districts are required to provide a “continuum of alternate placements”, including “instruction in regular classes, special classes, special schools, home instruction and instruction in hospitals and institutions.”

34 CFR §300.115(b)(2)

### The Issue:

- Some students’ needs and/or behaviors are so intense that they cannot be effectively addressed within the general school setting
- We refer to these students as having “low incidence” disabilities
- Our problem is finding special education programs that can provide the intensive special education services these students require and we are mandated to provide

### Options:

- Districts our size have three options to meet the needs of students with “low incidence” disabilities:
  1. Create isolated programs within our district that serve one or two students
    - + Students receive the specialized instruction and services they require
    - + We have total control of the program and its cost
    - + Any MA revenue generated by the students helps offset the cost of our special education program

### Options:

↪ Districts our size have three options to meet the needs of students with "low incidence" disabilities:

1. Create isolated programs within our district that serve one or two students
  - May be disruptive to other students within the building
  - Students are isolated, with little opportunity for socialization, peer modeling or group instruction
  - Staff burnout: absenteeism and turnover is often high
  - We may need to create a new program whenever a student needs a different type of intensive services
  - Very inefficient service delivery model
  - Extremely high per pupil cost

### Options:

↪ Districts our size have three options to meet the needs of students with "low incidence" disabilities:

2. Send student(s) to another district that has the needed specialized programs and services
  - + Students receive the specialized instruction and services they require
  - + Students have an opportunity for socialization, peer modeling and group instruction
  - + Staff are provided specialized training and support they need

### Options:

↪ Districts our size have three options to meet the needs of students with "low incidence" disabilities:

2. Send student(s) to another district that has the needed specialized programs and services
  - Any MA revenue generated by our students belongs to the providing district, does not reduce our costs
  - Other districts are not required to accept our students
  - No voice in managing the program or controlling costs
  - May have to transport long distances to access program
  - Expensive, as we are now helping pay the administrative overhead of another district

### Options:

↪ Districts our size have three options to meet the needs of students with "low incidence" disabilities:

3. Join with neighboring districts to create and provide specialized programs and services
  - + Students receive the specialized instruction and services they require
  - + Students have an opportunity for socialization, peer modeling and group instruction
  - + We have a voice in managing the program and controlling costs

## Options:

- ♥ Districts our size have three options to meet the needs of students with “low incidence” disabilities:
  3. Join with neighboring districts to create and provide specialized programs and services
    - + Any MA revenue generated by our students reduces our costs
    - + Staff are provided the specialized training and support they need
    - + Specialized programs and services are available whenever our students need them
  - It is still expensive

## Why Cooperate?

- ♥ By joining together, there are sufficient numbers of students with low incidence disabilities to:
  - ♥ instructional needs of these students
  - ♥ provide the interventions, therapies, treatments, equipment and facilities needed to successfully educate these students
  - ♥ recruit, train, support and retain staff with the expertise to work effectively with students with intensive needs
  - ♥ spread the costs among a larger number of students, thereby reducing the per pupil cost

## Why Cooperate?

- ♥ Additional Benefits:
  - ♥ Districts could choose to work jointly to improve services and/or reduce costs in areas such as:
    - ♥ special education workshops and trainings
    - ♥ the ability to hire a specialist full-time that each district needs only part-time (autism specialist, teacher of the visually impaired, etc.)
    - ♥ access to specialized curriculum, materials and equipment that are used only occasionally

## Why Cooperate?

- ♥ Additional Benefits:
  - ♥ E
    - tailored to support the specialized mission of the Cooperative
  - ♥ Operational policies and procedures can be tailored to address the unique needs of the students served
  - ♥ Cooperatives can implement alternative educational programs and practices that individual school districts are often reluctant to attempt

## Why Cooperate?

- Except for the very largest districts (which have enough students with low incidence disabilities to operate their own programs), the vast majority of Minnesota districts belong to a special education cooperative, education district or intermediate district that provides programs for students with low incidence disabilities
- because it is the most efficient and cost effective way to provide the specialized services these students require and districts are mandated to provide

## An Example

- A district has two students with low incidence disabilities who require specialized programming.

District Program		Cooperative Program	
Program Cost		Program Cost	
1 teacher, 1 para	\$100,000	1 teacher, 5 paras	\$240,000
Special Ed Aid	- \$ <u>45,000</u>	Special Ed Aid	- <u>108,000</u>
Net Program Cost	\$ 55,000	Net Program Cost	\$132,000
# Students	<u>2</u>	# Students	<u>6</u>
Cost Per Student	\$ 27,500	Cost Per Student	\$ 22,000

## Why Cooperate?

- Right now we have 21 students (19 Level 4 and 2 Level 5) with low incidence disabilities who need more intensive services than we can deliver within our schools
- Joining with other districts gives us access to the programs we need to serve these students
- Joining a Cooperative is like taking out insurance
  - We may not need a particular program or service now, but if ~~we do we have the money to pay for that program or service~~ then we have access

## A Proposal:

- Create the Southeast Minnesota Special Education Cooperative (SEMSEC) to serve the needs of students with low incidence disabilities from the following Member Districts:
  - Albert Lea Public Schools
  - Austin Public Schools
  - Faribault Public Schools
  - Northfield Public Schools
  - Owatonna Public Schools

## A Proposal:

- SEMSEC programs could include:
  - Federal Setting 4 (Level IV) EBD
  - Day Treatment
  - Students with Unique Needs (SUN)
  - Secondary Transition (18-21)
  - Any other Federal Setting 4 programming needed by the Member Districts

## A Proposal:

- Governance:
  - The Cooperative Board would be responsible for the overall governance of SEMSEC:
    - Two representatives from each Member District
    - Each District has one vote
    - Board meets monthly
    - Board elects a Chair, Vice Chair and Clerk-Treasurer
    - Cooperative Director is an ex-officio, non-voting member of the Board

## A Proposal:

- Governance:
  - The Cooperative Board has the legal authority under MN Statute 471.59 to:
    - Adopt policies, bylaws and procedures to govern the operation of the Cooperative and its programs
    - Develop an annual budget and approve expenditures
    - Enter into contracts for services, goods and property
    - Hire a Cooperative Director and other employees as needed
    - Do what is reasonably necessary to achieve the purpose of the Cooperative

## A Proposal:

- Advisory Council:
  - Composed of the Directors of Special Education from the Member Districts:
  - Meets monthly with the Cooperative Director to provide guidance and input regarding:
    - special education policies and practices
    - coordination of services with Member Districts
    - other issues regarding the programs and services provided by the Cooperative
  - Recommends operational policies and procedures to the Cooperative Board



## A Proposal:

- Cooperative Director:
  - Licensed as a Director of Special Education
  - Oversees the day-to-day operation of the Cooperative
    - Recruits assigns, supervises and evaluates Cooperative staff
    - Manages the budget as approved by the Board
    - Implements Cooperative policies and procedures
  - Ex-officio member of the Cooperative Board
    - With Board Chair, develops Board Agendas
    - Prepares Board minutes

## A Proposal:

- Payroll and Bookkeeping
  - SEMSEC would have three options:
    - hire their own bookkeeper
    - purchase services from one of the Member Districts
    - contract with a business or agency

## A Proposal:

- Financing:
  - SEMSEC accesses state special education funding to offset the cost of:
    - special education administrative, instructional, related services and support staff
    - instructional curriculum, supplies and equipment
    - virtually all special education office expenses
    - any contracted services (such as mental health therapy)
  - SEMSEC would access MA funding for health-related IEP services for eligible students
  - SEMSEC could apply for special grants and projects that become available

## A Proposal:

- Financing:
  - SEMSEC would lease space for its programs
    - Member districts would share this cost based on their prior year's December 1 Unduplicated Special Education Child Count
      - District A's child count was 600, they would pay 1/5 of the lease costs
    - Districts would access lease levy funding to cover these costs
      - could be a lease to purchase agreement

## A Proposal:

### • Financing:

- Districts placing students into a SEMSEC program would be billed the unreimbursed program costs via the state tuition billing system
  - Resident district would be billed the unreimbursed cost of 1:1 paraprofessionals assigned to their students
- Admitting non-member district students on a space available basis reduces everyone's tuition costs by spreading the program's cost over a larger number of students

## A Proposal:

### • Financing:

- Any SEMSEC expenses that are not reimbursable under the state special education funding system are still included in the state tuition billing. For example:
  - Cooperative Insurance (liability, errors and omissions, etc.)
  - Utilities (electricity, internet, sewer and water, etc.)
  - Board expenses
  - Custodial services, building maintenance, grounds upkeep, snow removal, etc.

## A Proposal:

### • Financing:

- Because all special education and all non-special education expenditures are included in the tuition calculations
  - once the SEMSEC is in full operation and tuition payments are flowing to the Cooperative from MDE
  - SEMSEC will be financially self-sustaining

## A Proposal:

### • Financing:

- Under MN Rules, the district placing the student is responsible for:
  - Conducting the IEP meeting placing a student into a SEMSEC program
  - Working with SEMSEC staff to develop the IEP placing the student in the Cooperative.
  - Providing transportation to and from SEMSEC programs
  - Any due process disputes, including attorney fees and due process hearing costs, involving their student

## A Proposal:

- Financing:
  - Because tuition payments to the Cooperative will lag behind expenditures:
    - member Districts will have to cover SEMSEC start-up costs, including payroll and expenses during the first few months of operation
  - Think of this as an up-front investment that:
    - gives us access, when we need it, to specialized programs whenever one of our students needs it
    - has the potential to lower the cost of providing special education services to students with low incidence disabilities

## Worst Case Scenario

- The net cost of educating students with low-incidence disabilities will be the same as they are now
  - However, the quality and breadth of services available will be superior to what could be provided in their home school
  - and when that next student with a low incidence disability appears, there will be a program available to provide the special education services they require

## More Likely Scenario

- The cost of educating students with low-incidence disabilities will be lower than they are now
  - and the quality and breadth of services available will be superior to what could be provided in their home school
  - and when that next student with a low incidence disability appears, there will be a program available to provide the special education services they require

## Next Steps

- For the past several months, Cheryl Hall, Val Mertesdorf, Matt Hillmann and I have met with our counterparts from the other four districts to discuss how to address our mutual need to provide special education services to students with high needs, low incidence disabilities.
- We are convinced that joining together with these districts is the most efficient and cost effective way to create high quality programming to address the needs of our students with low incidence disabilities.

## Next Steps

- A Joint Powers Agreement to create the Southeast Minnesota Special Education Cooperative has been drafted and reviewed by legal counsel.
- The stated purpose of the Agreement is: "to provide, by cooperative effort, special education instructional programs and related services for children and youth with low incidence disabilities for Member Districts. Through cooperative efforts, Member Districts seek to optimize educational services available to students with low incidence disabilities."

## Next Steps

- It is Cheryl Hall, Val Mertesdorf, Matt Hillmann and my recommendation that the Board review that document and the information provided this evening and at the next Board meeting, pass a resolution to enter into the Joint Powers Agreement to create the Southeast Minnesota Special Education Cooperative.

## Questions

?

# SOUTHEAST MINNESOTA SPECIAL EDUCATION COOPERATIVE

DRAFT

## JOINT POWERS AGREEMENT

This Joint Powers Agreement (Agreement) is entered into pursuant to Minnesota Statutes, Section 471.59, as amended, on July 1, 2015 by and between the following Minnesota Public Schools Districts (hereafter collectively referred to as “Member Districts”):

Independent School District No. 241, Albert Lea Public Schools  
Independent School District No. 492, Austin Public Schools  
Independent School District No. 656, Faribault Public Schools  
Independent School District No. 659, Northfield Public Schools  
Independent School District No. 761, Owatonna Public Schools

### ARTICLE I

#### NAME

The name of this Joint Powers Cooperative shall be “Southeast Minnesota Special Education Cooperative (hereafter referred to as “SEMSEC” or “Cooperative”).

### ARTICLE II

#### PURPOSE

The purpose of this Agreement shall be to provide, by cooperative effort, special education instructional programs and related services for children and youth with low incidence disabilities for Member Districts. Through cooperative efforts, Member Districts seek to optimize the educational services available to students with low incidence disabilities.

### ARTICLE III

#### BOARD OF DIRECTORS

The control and management of the Southeast Minnesota Special Education Cooperative is vested in a Board of Directors from the Member Districts that are party to this Agreement.

##### A. SEMSEC Board of Directors

1. The SEMSEC Board of Directors shall be composed of:

- a. One appointed representative from the School Board of each Member District.
  - b. The Superintendent of each Member District.
  - c. The SEMSEC Director shall serve as an ex-officio member.
2. Each Member District shall be entitled to one vote.

B. Officers

The Board shall elect a Chairperson, a Vice Chairperson, and a Clerk-Treasurer.

1. The chairperson shall preside at all meetings of the Board. In the absence of the chairperson, the vice-chairperson shall preside. The clerk-treasurer shall be the custodian of any funds or financial records of the Board.
2. The Cooperative Director shall be the Executive Secretary of the SEMSEC Board. The Executive Secretary shall have no vote on the Board.

C. Duties and Powers of the Board of Directors

1. Implement and coordinate the delivery of SEMSEC programs and services consistent with the purpose of this Agreement.
2. To adopt policies and procedures to govern the operation of SEMSEC and its programs.
3. To adopt an annual budget and an appropriate system of record keeping.
4. To employ and supervise a Cooperative Director, who is licensed as a Director of Special Education by the Minnesota Department of Education, who shall be responsible for the day-to-day administration of SEMSEC, and to employ other persons as deemed necessary.
5. To enter into contracts with school districts and other public and private agencies to provide services needed in the Cooperative.
6. To provide for a thorough and continuing system of reporting and communicating with the School Board of each Member District.
7. The Board shall be governed, unless specifically provided otherwise, by laws applicable to independent school districts.

## ARTICLE IV

### ADVISORY COUNCILS

- A. Advisory Council, composed of the Directors of Special Education of each Member District, shall meet monthly with the SEMSEC Director and serve in an advisory capacity to the SEMSEC Director and the SEMSEC Board of Directors.
- B. Program Advisory Councils shall be established as needed.

## ARTICLE V

### FINANCES

- A. Budgets

A proposed budget for the following school year shall be presented to the Cooperative Board for approval by June 30<sup>th</sup> of each year. Budget revisions shall be presented to the Board for approval during the current year as become necessary.

The Director may expend funds within an approved budget in accordance with procedures established by law for independent school districts.

- B. Revenue Sources

The Cooperative Board shall be empowered to finance the special education programs implemented pursuant to this Agreement as follows:

1. By applying for, receiving and administering funds from State sources of revenue and reimbursements for programs carried out at the Cooperative level.
2. By quarterly invoicing Member Districts, based on the prior year's December 1 Unduplicated Special Education Child Count, their share of the cost of SEMSEC facilities.
3. Through tuition reimbursement of students placed into SEMSEC programs.
4. By invoicing Member Districts for the unreimbursed cost of other special education services provided to each Member District.
5. By accessing Medical Assistance for health-related IEP services provided to eligible students.
6. By receiving grants, gifts and other funds.

Nothing herein shall prevent any Member District from applying separately for any benefit to which it may itself be entitled.

## ARTICLE VI

### MEMBERSHIP

#### A. Addition of New Member Districts

1. Other school districts may become parties of this agreement, upon majority vote of the Board of Directors of the Southeast Minnesota Special Education Cooperative.
2. Upon admission to SEMSEC, the applicant agrees to pay to SEMSEC the prorated cost for real and tangible property owned by SEMSEC as of July 1 of the year of membership, the cost of which shall be determined by the SEMSEC Board of Directors.

#### B. Withdrawal of Member Districts

1. Any Member District may withdraw through a resolution of a majority of the full membership of the Board of Education of each Member District and upon written notice given to the SEMSEC Board. Such notice must be received by the SEMSEC Board by February 1, and shall become effective June 30, of the following year. For example, a notice of withdrawal submitted on January 15, 2018 would be effective on June 30, 2019.
2. SEMSEC shall retain any funds or property paid to SEMSEC by the withdrawing Member District.
3. The withdrawing Member District shall be responsible for any liabilities of SEMSEC that have been incurred at any time up to and including the effective date of the withdrawal or which result from the withdrawal.

## ARTICLE VII

### DISSOLUTION OF THE JOINT POWERS COOPERATIVE

#### A. Dissolution

This agreement shall continue in for until a majority of Member Districts vote to mutually agree to terminate this agreement and dissolve the SEMSEC Board of Directors.

#### B. Sale of SEMSEC Property



The SEMSEC Board may establish a minimum sales price for any SEMSEC property. Sealed bids shall be solicited from interested Member Districts for SEMSEC real and personal property, with the sale awarded to the highest bidder. If no bid which exceed any minimum purchase prices established by the SEMSEC Board are received from Member Districts, the unsold real or personal property will be advertised and sold to the general public in accordance with any applicable bid laws.

C. Distribution of the Proceeds from the Sale of SEMSEC Property

Upon dissolution of the SEMSEC Board, all of the proceeds of the sale of SEMSEC real and personal property and any remaining funds shall be distributed back to the Member Districts on the basis of the most recent December 1 Special Education Unduplicated Child Count report containing the resident public and non-public student population of each Member District.

D. Liabilities

Member Districts, which are members at the time of dissolution, shall be responsible for any liabilities of SEMSEC at the time of dissolution, including, but not limited to, indebtedness of real property and reemployment insurance liability.

## ARTICLE VIII

### AMENDMENTS TO ARTICLES

After entering into this Joint Powers Agreement, any amendments to the Articles contained in this document shall require an affirmative vote of the majority of voting members of the School Boards of the Member Districts.

## ARTICLE IX

### SAVINGS PROVISION

Should any provision of this Agreement be found unlawful or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the other provisions of this Agreement shall remain in full force and binding on all parties.

The following school districts agree to enter into this Joint Powers agreement for the purpose of providing, by cooperative effort, special education instructional programs and related services for children and youth with low incidence disabilities.

Independent School District No. 241, Clerk \_\_\_\_\_  
Chairman \_\_\_\_\_, Executed this \_\_\_\_ day of \_\_\_\_\_, 2015.

Independent School District No. 492, Clerk \_\_\_\_\_  
Chairman \_\_\_\_\_, Executed this \_\_\_\_ day of \_\_\_\_\_, 2015.

Independent School District No. 656, Clerk \_\_\_\_\_  
Chairman \_\_\_\_\_, Executed this \_\_\_\_ day of \_\_\_\_\_, 2015.

Independent School District No. 659, Clerk \_\_\_\_\_  
Chairman \_\_\_\_\_, Executed this \_\_\_\_ day of \_\_\_\_\_, 2015.

Independent School District No. 761, Clerk \_\_\_\_\_  
Chairman \_\_\_\_\_, Executed this \_\_\_\_ day of \_\_\_\_\_, 2015.

Whereas, school districts are required to provide a full continuum of services to children and youth with disabilities, including intensive special education services in separate schools;

Whereas, <District Name> currently has and will continue to have students with low incidence disabilities who require intensive special education instructional and related services that are unavailable within the district;

Whereas, joining together with other school districts is an efficient and cost effective way to create sustainable programs that provide intensive special education instructional and related services that students with low incidence disabilities from <District Name> can access;

Therefore, I move that <District Name and No.> enter into a Joint Powers Agreement for creation of the Southeast Minnesota Special Education Cooperative to provide, by cooperative effort, special education instructional and related services for children and youth with low incidence disabilities.



# NORTHFIELD HIGH SCHOOL

*Raiders*

e 1400 Division St. Northfield, MN 55057 507-663-0632

May 15, 2015

## **Co-Curricular Trips List of Overnight trips for 2015-16**

Cheerleading – Mankato (July 26, 27, 28, 29)  
Boys Soccer – Grand Rapids (August 22, 23, 24)  
Girls Soccer – Duluth (August 24, 25, 26)  
Cross Country – Decorah (September 12)  
Girls Swim & Dive – Edina (September 19)  
Volleyball – Marshall (September 11)  
Volleyball – Rochester (October 16)  
Girls Hockey – Brainerd (November 6, 7)  
Girls Hockey – Lakeville (December 28, 29, 30)  
Nordic Ski – Hayward, WI (December 28, 29, 30)  
Nordic Ski – Giant's Ridge (January 10)  
Dance Team – St. Paul (February 12, 13)  
Wrestling – Rochester (February 12)  
Wrestling – Rochester (February 19)  
Weight Lifting (National Tournament) – February 18, 19, 20, 21 – Philadelphia, PA)  
Girls Golf – Lake City (April 15)

All trips are self-funding except for those who qualify for state tournament competition.

# **NORTHFIELD HIGH SCHOOL**

## **Activities Office**

**TO:** Chris Richardson

**FROM:** Tom Graupmann

**DATE:** May 11, 2015

**RE:** Gift Agreement

Attached find a gift agreement in the total amount of \$3,700 from the Northfield Touchdown Club to be used for purchases as outlined in the gift agreement.

If this meets your approval please pass it on to the School Board for their acceptance.

Thanks!

cc Joel Leer

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 26th day of May, 2015,  
by and between Northfield Touchdown Club,  
hereinafter the "Donor", and Independent School District No. 659, Northfield Minnesota,  
hereinafter the "District", pursuant to the District's policy for receiving gifts and donations, as  
follows:

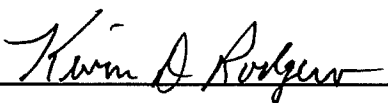
### TERMS

The donor agrees to give the district, \$3,700 (deposited into the Football Student Activities  
Account) to be used for the following purchases:

Shadowman – 2 Unit	\$1,440.00
Shadowman Junior	\$2,010.00
Shipping	\$250.00

Touchdown Club  
Donor

By:

, Treasurer

Approved by resolution of the School Board on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By:

Clerk

**TO: L. Chris Richardson, Superintendent**

**FROM: Val Mertesdorf, Director of Finance** *VM*

**DATE: May 26, 2015**

**RE: Board Approval of Financial Reports – January 2015**

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of January 2015.

Bills totaling \$1,605,548.32 were paid in January 2015.

Payroll checks totaling \$2,485,939.19 were issued in January 2015.

Bond payments in the amount of \$4,723,271.88 were paid in January 2015.

At the end of January 2015 Total Cash and Investments amounted to \$20,413,094.18. All funds ended January with positive cash balances with the exception of the Construction Fund. Final payments were made on the Capital Facility Bond Projects and this fund was zeroed out in April.

Wire transfers initiated by the district during January 2015:

1/13/15	\$400,000.00	From MSDLAF Max to MSDLAF AP Max
1/14/15	\$700,000.00	From MSDLAF Max to MSDLAF Liquid
1/14/15	\$400,000.00	From MSDLAF AP Max to MSDLAF AP Liquid
1/22/15	\$1,200,000.00	From MN Trust Operating to MSDLAF Liquid
1/22/15	\$2,077,096.10	From MSDLAF Max to MSDLAF Liquid
1/28/15	\$1,499,659.11	From MN Trust Operating to MSDLAF Liquid

The following financial reports for January 2015 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report



January 2015 Treasurer's Report

	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
FUNDS					
GENERAL FUND	(2,171,782.52)	3,794,640.30	3,178,763.68	996,689.91	(559,215.99) *
FOOD SERVICE	486,398.01	179,108.55	167,067.57	1,904.16	500,343.15
COMMUNITY ED	400,243.60	255,324.30	181,300.80	(1,012.48)	473,254.62
CONSTRUCTION ACCOUNT	39,434.88	4.23	51,946.45	-	(12,507.34)
DEBT SERVICE	6,337,271.78	85,917.96	4,723,271.88	-	1,699,917.86
TRUST	114,462.91	1.00	3,300.00	-	111,163.91
SELF INSURANCE	3,214,950.07	19,189.43	509,109.01	508,524.65	3,233,555.14
TOTALS	8,420,978.73	4,334,185.77	8,814,759.39	1,506,106.24	5,446,511.35
CERTIFICATE OF DEPOSIT	16,462,182.83	-	-	(1,495,600.00)	14,966,582.83
GRAND TOTALS	24,883,161.56	4,334,185.77	8,814,759.39	10,506.24	20,413,094.18

\*General Fund includes Certificate of Deposit amount

**Disbursement Report**

ISD 659 - Northfield

January 2015

Disbursements:

Bills Paid:

General Fund	\$ 887,541.65	
Food Service Fund	103,147.84	
Community Services Fund	50,503.37	
Construction Fund	51,946.45	
Trust & Agency Fund	3,300.00	
Self Insurance Fund	<u>509,109.01</u>	
Total Bills Paid		1,605,548.32

Payroll:

General Fund	2,291,222.03	
Food Service Fund	63,919.73	
Community Services Fund	130,797.43	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,485,939.19

Bond Payments:

Debt Redemption Fund	<u>4,723,271.88</u>	
Total Bond Payments		<u>4,723,271.88</u>
Total Disbursements		<u><u>\$8,814,759.39</u></u>

**TO: L. Chris Richardson, Superintendent**  
**FROM: Val Mertesdorf, Director of Finance** *VM*  
**DATE: May 26, 2015**  
**RE: Board Approval of Financial Reports – February 2015**

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of February 2015.

Bills totaling \$1,458,963.27 were paid in February 2015.

Payroll checks totaling \$2,603,725.35 were issued in February 2015.

No bond payments were paid in February 2015.

At the end of February 2015 Total Cash and Investments amounted to \$20,360,420.59. All funds ended January with positive cash balances with the exception of the Construction Fund. Final payments were made on the Capital Facility Bond Projects and this fund was zeroed out in April.

Wire transfers initiated by the district during February 2015:

2/6/15	\$500,000.00	From MSDLAF Liquid to MSDLAF AP Liquid
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The following financial reports for February 2015 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

February 2015 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(559,215.99)	3,626,240.52	3,281,661.20	(569,786.82)	(784,423.49) *
FOOD SERVICE	500,343.15	197,975.18	196,192.40	1,199.58	503,325.51
COMMUNITY ED	473,254.62	176,230.84	168,685.21	(841.48)	479,958.77
CONSTRUCTION ACCOUNT	(12,507.34)	1.50	62,354.65	-	(74,860.49)
DEBT SERVICE	1,699,917.86	3,866.33	-	-	1,703,784.19
TRUST	111,163.91	-	150.00	-	111,013.91
SELF INSURANCE	3,233,555.14	12.04	353,645.16	575,117.34	3,455,039.36
<b>TOTALS</b>	5,446,511.35	4,004,326.41	4,062,688.62	5,688.62	5,393,837.76
<b>CERTIFICATE OF DEPOSIT</b>	14,966,582.83	-	-		14,966,582.83
<b>GRAND TOTALS</b>	20,413,094.18	4,004,326.41	4,062,688.62	5,688.62	20,360,420.59

\*General Fund includes Certificate of Deposit amount

**Disbursement Report**

ISD 659 - Northfield

February 2015

Disbursements:

Bills Paid:

General Fund	\$ 911,439.40	
Food Service Fund	107,240.78	
Community Services Fund	24,133.28	
Construction Fund	62,354.65	
Trust & Agency Fund	150.00	
Self Insurance Fund	<u>353,645.16</u>	
Total Bills Paid		1,458,963.27

Payroll:

General Fund	2,370,221.80	
Food Service Fund	88,951.62	
Community Services Fund	144,551.93	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,603,725.35

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,062,688.62</u></u>

**TO: L. Chris Richardson, Superintendent**

**FROM: Val Mertesdorf, Director of Finance**

**DATE: May 26, 2015**

**RE: Board Approval of Financial Reports – March 2015** 

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of March 2015.

Bills totaling \$1,179,192.94 were paid in March 2015.

Payroll checks totaling \$2,566,540.35 were issued in March 2015.

No bond payments were paid in March 2015.

At the end of March 2015 Total Cash and Investments amounted to \$21,767,938.58. All funds ended January with positive cash balances with the exception of the Construction Fund. Final payments were made on the Capital Facility Bond Projects and this fund was zeroed out in April.

Wire transfers initiated by the district during March 2015:

3/9/15	\$500,000.00	From MSDLAF Liquid to MSDLAF AP Liquid
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The following financial reports for March 2015 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

March 2015 Treasurer's Report

	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
FUNDS					
GENERAL FUND	(784,423.49)	4,763,436.56	3,030,354.69	(571,002.60)	377,655.78 *
FOOD SERVICE	503,325.51	204,377.65	198,249.98	1,815.99	511,269.17
COMMUNITY ED	479,958.77	170,226.83	169,553.70	(6,030.33)	474,601.57
CONSTRUCTION ACCOUNT	(74,860.49)	0.44	-	-	(74,860.05)
DEBT SERVICE	1,703,784.19	3,866.32	-	-	1,707,650.51
TRUST	111,013.91	6,633.57	1,250.00	-	116,397.48
SELF INSURANCE	3,455,039.36	13.33	346,324.92	579,913.52	3,688,641.29
TOTALS	5,393,837.76	5,148,554.70	3,745,733.29	4,696.58	6,801,355.75
CERTIFICATE OF DEPOSIT	14,966,582.83	-	-		14,966,582.83
GRAND TOTALS	20,360,420.59	5,148,554.70	3,745,733.29	4,696.58	21,767,938.58

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

March 2015

Disbursements:

Bills Paid:

General Fund	\$ 693,662.90	
Food Service Fund	111,886.56	
Community Services Fund	26,068.56	
Construction Fund	-	
Trust & Agency Fund	1,250.00	
Self Insurance Fund	<u>346,324.92</u>	
Total Bills Paid		1,179,192.94

Payroll:

General Fund	2,336,691.79	
Food Service Fund	86,363.42	
Community Services Fund	143,485.14	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,566,540.35

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$3,745,733.29</u></u>



## **Community Services Driver Education Department Payroll Scale**

This form is to be submitted annually by Community Services at the end of May, to the school board for approval of Driver Education pay rates. This form applies to payroll staff only and does not concern contracted staff.

**Date: 5/14/15**

**Requester: Niki Kolb**

**Rates will be effective 6/1/2015**

Behind The Wheel Instructors	\$23.75/hour
Classroom Instructors	\$27.75/hour
Driver Education Administration (approx. 20 hours per year)	\$27.75/ hour

## Community Services Recreation Department Payroll Scale

This form is to be submitted annually by Community Services at the end of May, to the school board for approval of recreation pay rates. This form applies to payroll staff only and does not concern contracted staff.

**Date:** 05/13/15

**Requester:** Melissa Bernhard

**Rates will be effective 06/01/2015 through 07/31/2015**

Recreation Starting Wage	\$8.00
Recreation Starting Wage (Lifeguard)	\$8.50
Recreation Starting Wage (WSI)	\$10.00
Recreation Starting Wage (Supervisor)	\$10.00

Experience Step per Year*	\$0.25/hr
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\*All positions will receive an additional \$0.25/hr for each year of service they have provided to the District.

## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

### I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

### III. GENERAL STATEMENT OF POLICY

A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.

B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

### IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school

district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Policy 427 – Workload Limits for Certain Special Education Teachers  
Adopted:

School Board  
INDEPENDENT SCHOOL DISTRICT 649  
Northfield, Minnesota

***Legal References:*** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

***Cross References:*** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

# **Schedule for School Board Meetings**

## **July 2015 – June 2016**

**School Board meetings begin at 7:00 PM**  
**Location: Northfield High School, Media Center**

Monday, July 13  
Monday, August 10  
Monday, August 24  
Monday, September 14  
Monday, September 28  
Monday, October 12  
Monday, October 26  
Monday, November 9  
Monday, November 23  
Monday, December 14  
Monday, January 11  
Monday, January 25  
Monday, February 8  
Monday, February 22  
Monday, March 14  
Monday, March 28  
Monday, April 11  
Monday, April 25  
Monday, May 9  
Monday, May 23  
Monday, June 13